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INFORMATION

AND

COMMUNITY CENTRES

A MANUAL

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Issued on behalf of

THE COMMUNITY PROJECTS ADMINISTRATION

(Planning Commission)

GOVERNMENT OF INDIA

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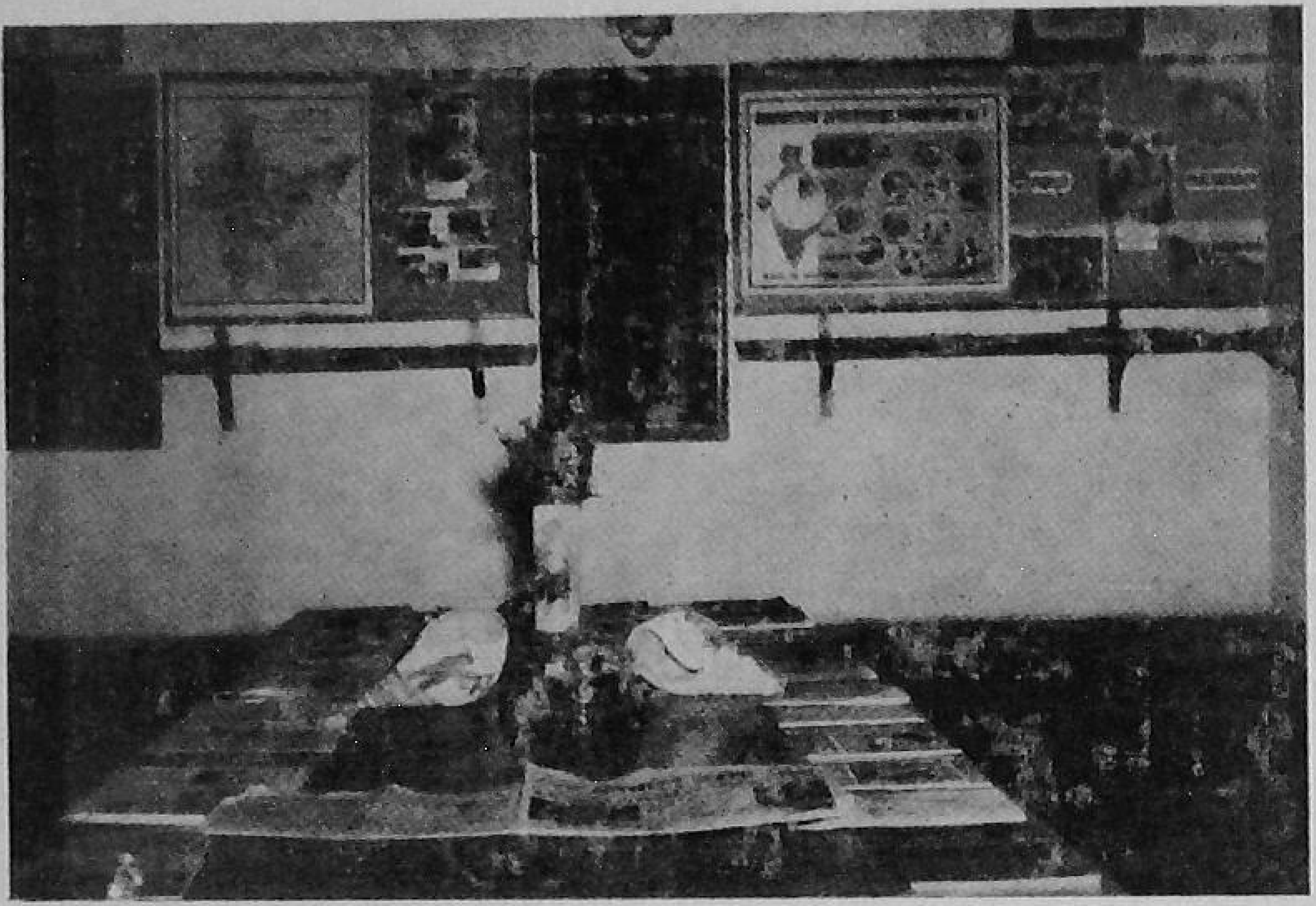
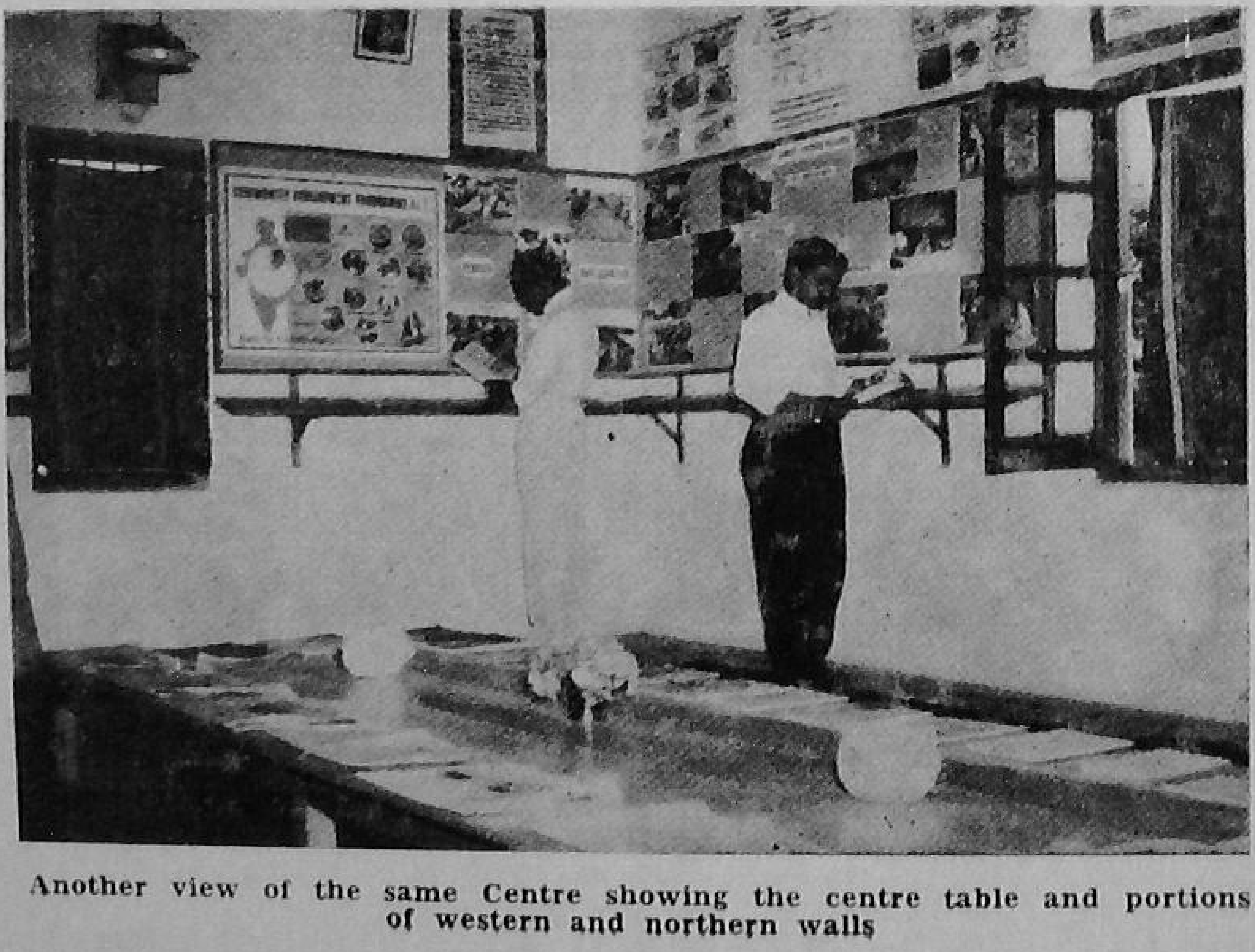


Interior of the Information and Community Centre, Nilokheri, showing a portion of the western wall and the centre table



Another view of the same Centre showing the centre table and portions of western and northern walls

PREFACE

In September 1954 the Administrator, Community Projects Administration, in his Monthly Letter to the Development Commissioners, had suggested the establishment of Information & Community Centres at the Block headquarters. The idea was approved at a Conference of the Ministers of Information of the State Governments held in New Delhi in January 1955. Subsequently, a scheme for the organisation of such centres was drawn up and placed before the Conference of Development Commissioners of the State Governments who unanimously recommended its acceptance.

The Community Projects Administration has received intimation from a number of State Governments about the opening of such centres and already a few centres have been started. The programme for the First Five-Year Plan period is to open 700 such centres. During the Second Five-Year Plan period, it is proposed to organise such centres in most of the blocks.

The purpose of this pamphlet is to indicate the objectives which the Community Projects Administration has in view in opening such centres, the procedure and methods of their establishment, the sources from which material could be collected and the funds from which the expenditure for these centres would be met. The C. P. A. scheme of organising model centres at certain central places forms a special chapter in the pamphlet.

The recommendations made in this pamphlet are of general applicability, in as much as they indicate the lines on which the project authorities might take action. Naturally, in view of prevailing local conditions, the project authorities will have to make such local adjustments as

may be required. Subject to such local adjustments, however, it is expected that the pattern indicated in this pamphlet will not be diluted and the standards set forth will not be lowered. In other words, efforts should be made to improve upon the pattern or the standard given in this pamphlet rather than go below them.

Director of Information
& Public Relations

INTRODUCTION

India after Independence is on the threshold of a new era. In the upsurge of freedom have come new hopes and new aspirations. People are keen for a better and fuller life and the Government in tune with people's wishes have launched comprehensive programmes of national welfare. The First Five-Year Plan is already nearing completion and the Second Plan is on the anvil.

New India is being built through the democratic process and the people are the principal participants in this great national enterprise. The common man has thus been called upon to shoulder a responsibility far greater than what he had just a few years ago. He has to act as a politically conscious individual, aware of his rights as well as his obligations. He must know the condition of the country, its problems and the ways in which such problems could be dealt with and are being tackled, the resources that the country has at her command and the role that the ordinary man and woman can play in national effort.

It has been said that in the Community Development Programme the basic idea is not so much as building of roads, canals, tanks, houses and things of that nature although they are important, but it is the Building of the Human Being which is the prime objective. That is rightly so because once the individual is inspired and he has the basic knowledge of the problem and the lines of its solution there is no limit up to which the physical achievements of a nation can go.

Education of the individual is thus essential. The individual must appreciate and understand the fundamentals of community living. He must have knowledge about our cultural heritage and historical background. He must have

a full knowledge of his village and its surroundings and also working knowledge of the district, the State and India as a whole in the world perspective. He should have knowledge of the resources in men and material that are available in the country and the best methods of utilisation of such resources. Only when such knowledge, even though in an elementary form, is available can the individual take an intelligent interest in the affairs of his own village, district, State or the country and make a purposeful contribution for national effort and national welfare.

Further, education of the individual in a democracy is essential not only for the day-to-day administration of the country but also to provide that hard core of rational thinking and voluntary effort which alone enable democracy to stand the strain of pressures from within and without.

Methods of Education

In modern world the methods of educating and informing the people are many. There are the press, the radio and the films. There are the audio-visual methods intended mainly for the illiterate and which include display of broadsheets, posters, organisation of community gatherings like *melas*, organisation of songs and dramas, etc.

Another method which the Government of India have been considering is the provision of an Information room at certain central places which can supply authentic information on activities of national and State importance. The advantage of such an Information room is that being permanently located at a particular place people will get habituated to look to it for correct information on all important aspects of nation's progress, including the progress of work in the block in which they are resident.

It has been decided that such Information rooms will be established at every block headquarters in a Community Project and N. E. S. area. These will be called Information & Community Centres and their scope will be larger than a mere Information Centre. As the name implies, they will be not only the centres for disseminating information on

national and local activities but will also be the hub of community life at the block level. In fact, the centre will be an important focal point from which all Social Education activities of the block will emanate.

Chapter I

HOW TO ESTABLISH A CENTRE

The object of establishing an Information & Community Centre being to Tell the People, the Centre should be designed in such a way that it can effectively fulfil this purpose. Organisers of such centres, therefore, should keep in view the following aspects of the question :

(a) *Selection of site*: The site for an Information & Community Centre is very important. If the Centre is located in an out of the way place, howsoever beautiful and attractive it might be, people will hardly come. Therefore, care should be taken to ensure that the site is at a place which is easily accessible and which has got other ancillary facilities, e.g., proximity to a place which is otherwise much frequented. As block headquarters are usually situated in a central place and since the people of the area have to come there in any case for a variety of reasons the location of an Information Centre within the premises of the block headquarters should normally be suitable. Where a suitable site within the premises of a block headquarters is not available—a contingency which normally should not arise and every effort should be made to locate the Information Centres in the premises of the block headquarters—a building on the main road should be taken.

It is important that an Information & Community Centre has a big open place in front. Normally an Information Centre should have a hall about 30'×20' in size, with an adjoining verandah about 30'×10' and a courtyard at least three times the size of the hall, so that it can accommodate a large gathering.

(b) *Decoration of the Information Centre*: An Information Centre has to be attractive. People will come here not for tangible benefits like loans, or seeds, or fertilizers but for acquiring knowledge and information. Therefore, unless the place is sufficiently inviting, hardly anyone will come in. Wherever new buildings are constructed, the specifications given under (a) above should be kept in view. Where hired buildings are taken, the buildings should be cleaned and white-washed and proper panelling should be made inside the room.

A certain portion of the walls of the main hall should be distempered. Decorations might be simple as well as attractive and the inherent artistic talent of a Social Education Organiser and the people of a project area should be utilised for this purpose, with minimum of expenditure. Necessary expenditure for distempering and colouring should be incurred. A few flower pots here and there, some shrubberies by the walls of the compound and a judicious combination of a few light colours in the curtains, *durries* and the walls might produce a pleasing effect on the premises.

(c) *Furniture and Equipment*: It is important that an Information Centre is properly furnished. Books, magazines, photographs, charts, posters, etc., have to be kept. For that purpose almirahs are necessary. Boards have to be fixed on the walls for displaying photographs, projected panels have to be laid in order to display publications, a low table is necessary to keep the magazines and newspapers and also to enable people to keep their papers on it and study. Some of the photographs may have to be framed and hung in order to provide a better look to the Centre. For this purpose, project authorities are advised to get special furniture made with durable local material. This will keep the costs down, provide profitable employment to some people and repairs etc. will be easy. Annexure I gives an indication of the furniture that has been kept at the Model Information & Community Centre at Nilokheri. These furniture were all made at Nilokheri itself. Project authorities may make their own designs of furniture on

the pattern of Nilokheri, subject to the adjustments necessary for their local requirements.

(d) *Supply of Material*: It is essential that the Information Centres should have sufficient supply of authentic information material. The sources of such supply are the Government of India and the State Governments. The Government of India are expected to supply the following material to the Information & Community Centre at every block headquarters:

1. One copy each of their publications by the Director, Publications Division, and the Controller of Printing and Stationery—Free.
2. 50 copies of the catalogue of publications by the Director, Publications Division, and the Controller of Printing and Stationery—Free.
3. Press Information Bureau releases giving factual information, feature articles, etc.—Free.
4. Posters, folders, charts, photographic prints and line drawings, broad sheets, maps and a set of picture post-cards produced by the Advertising Consultant—Free.
5. A set of textual posters on Five-Year Plan from the Exhibition Division—Free.

*6. 16 m.m. projectors, gramophones and gramophone records to be provided from the project funds.

7. Films Division to loan some films to each Centre on terms and conditions mutually agreed upon.
8. 12 topical photographs covering important topics to be supplied free every week by the Press Information Bureau to certain selected Centres.
9. 25 select photographs in various sizes, maximum size being 16″×20″, to be supplied free of cost by the Director, Publications Division.
10. Director, Publications Division, to supply two paintings to each Information Centre without any charge.

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* Projectors are being supplied to community project areas under the C.P.A. programme of supplying equipments.

11. A medium size political map of India to be supplied free by the Advertising Consultant.
12. Suitable material from the State Governments—Free.

Supply of such material is expected to commence as soon as intimation regarding opening of Information Centres is received at the office of the Community Projects Administration, New Delhi. Partial dispatch of material has already commenced to those Centres regarding which information has been received. The full addresses of the supplying authorities are given below :

1. The Director, Publications Division, Ministry of Information & Broadcasting, Old Secretariat, Delhi-8.
2. The Advertising Consultant, Ministry of Information & Broadcasting, Shahjehan Road, New Delhi.
3. The Principal Information Officer, Press Information Bureau, Ministry of Information & Broadcasting, Raisina Road, New Delhi.

The officers-in-charge of the Information Centres should check up if they are receiving the material indicated above. The nature of material that should be received is partly indicated in Annexure II showing the material that has been kept at the Information & Community Centre at Nilokheri.

The Community Projects Administration has already circulated a questionnaire as in Annexure III to all Block Development Officers. If the replies to this questionnaire are positive, it can be assumed that a Centre is operating on the expected lines.

The State Governments have also agreed to supply material to the Information & Community Centres. At the last Conference of Directors of Information of the State Governments, the following decisions were taken :

(1) State Governments would supply all their literature, display material, posters, folders, etc., to the Information & Community Centres located within their territory.

(2) All State Governments would supply their publicity material, display literature, photographs, posters, etc.,

to the Model Information Centres which are being set up.

(3) State Governments will also supply material which are of *regional interest* to Information Centres in the States within that region.

The officers-in-charge of Information & Community Centres at block headquarters should get in touch with the respective Directors of Information of the State Governments for obtaining such material. It would be desirable to have at the State level an officer either of the Development Department or of the State Department of Information who should be entrusted with the responsibility of ensuring that the Information & Community Centres are supplied with adequate material both from the Centre and the States. In case of any difficulty State Governments are advised to get in touch with the Director, Information & Public Relations, Community Projects Administration.

One copy each of the films produced by the Ministry of Information & Broadcasting on behalf of the Community Projects Administration is being supplied to the Development Commissioners. In addition, a large number of films on development and cultural subjects have been supplied. Every Community Project Block Headquarters is to have a film projector and a generator, according to the present distribution programme. A large number of blocks have already been supplied with these equipments. The projectors should be used frequently for exhibition of films at the Information & Community Centres.

Information Regarding the Block

In addition to maintaining information supplied by the Government of India and the State Governments, an Information Centre at the block headquarters must have basic information and exhibition material regarding the particular block in which it is located. It is suggested that the project authorities might ear-mark a separate room attached to the Information Centre for this purpose. Where a separate room is not available, a portion of the verandah might be covered and such material kept. The material that would be relevant for such purpose would be :

(i) Basic statistical information about the block.

(ii) Progress made in each aspect of development work (in charts.)

(iii) Samples of seeds, fertilizers, and other things which the block headquarters would like to bring to the notice of the people.

(iv) Progress of people's participation. It can be shown in the form of charts.

(v) Information provided in a suitable form showing the transformation that is taking place as a result of the implementation of the Community Development Programme, and,

(vi) Special literature, if any, produced for the particular block, models, etc.

It would be desirable to keep at least two sets of such literature, models, samples, etc., in the Centre so that whenever some exhibitions are held either in the district or at the State level and the project authorities are asked to participate, they can easily transfer one set without either affecting the material in the Centre or exposing the project authorities to rush work at the eleventh hour.

Display of Material

Display of material is of considerable importance in an Information Centre because a good display can attract visitors. While discussing the requirements of furniture and equipment, some idea of display of material has been given. This display covers :

(*a*) *Proper Arrangement of Material* : As far as possible material should be arranged into sections, viz., agriculture, animal husbandry, health, communications, education, etc., in so far as the Community Projects are concerned. For development projects in general, separate sections should exist on irrigation projects, state-owned enterprises, cultural activities, 'Know your country', etc.

(b) *Photographs* should be specially looked after. The best method would be to have permanent boards—preferably Cellotax boards—fixed on the walls on which the photographs could be tastefully arranged. Some photographs,

particularly personality photographs like those of Mahatma Gandhi, the President and the Prime Minister, should be framed and hung on different parts of the walls. Some cultural photographs, paintings, etc., could be similarly framed and hung on the walls or on the verandahs. On the floor of the hall a clean coloured *durry* could be spread with matching curtains, and a few flower pots kept at suitable places would provide a refreshing outlook. In the display of material and arrangement of the room, the inherent talent of the Social Education Organiser and the local people will play a great part.

Procedure of Running the Centres

It has been decided that the Social Education Organiser attached to a block will be responsible for running such a Centre. For this purpose special training is proposed to be given to the Social Education Organisers at the Training Centres. For those Social Education Organisers who are already in the field, seminars are proposed to be organised to initiate them into the programme.

As the Social Education Organiser is a touring officer, it would be necessary to provide some assistant to him who can look after the Centre under his guidance and supervision. For this purpose the Project Officer may ask one of his clerks to sit at the Information Centre at the time when the Centre remains open. This clerk may assist the Social Education Organiser in the day-to-day work of the Centre in addition to his other duties. The project authorities may also try to obtain the honorary services of non-officials for running these Centres. It should be possible to obtain the services of educated young men and women who would be prepared to devote some time for these Centres. To impart a sense of responsibility into them, an honorary Assistant Secretary, selected from among non-official voluntary workers, might be appointed. The Social Education Organiser in a particular block will be the ex-officio Secretary of the Information & Community Centre.

Finance for the Centres

Expenditure to be incurred in connection with the Information & Community Centres falls under the following categories :

i) Building for the Centre,

ii) Decoration, for example, panelling; equipment, furniture, etc., and

iii) Subscription to copies of newspapers, periodicals, books, etc., which are not obtained free from the Central or the State Governments.

Leaving aside the cost of the building which ought to be a suitable permanent structure within the premises of the Block Headquarters, it is recommended that the following minimum expenditure might be incurred for items (ii) and (iii) above :

Non-Recurring

Expenditure on Decoration	Rs. 400
Expenditure on Furniture, fittings, equipment, etc.	Rs. 700
	Rs. 1,100

Recurring

Expenditure on purchase of books, magazines, newspapers, journals, records, etc.	Rs. 400

The Community Projects Administration has already written a letter to the State Governments (No. CPA/1/11/BD/55 dated October 8, 1955) in which the sources from which expenditure for the Centre will be met have been indicated. It has been suggested that the annual recurring expenditure of the order of Rs. 400 per annum may be met out of the funds available under the Head "Social Education" in the block budgets.

As regards expenditure on building and furniture, it has been suggested that this may be met out of the provision of Rs. 50,000 earmarked under the Head "Transport" of schematic budget of National Extension Service block (vide item II, Annexure I of the blue pamphlet). The above letter has also suggested that State Governments, while

preparing plans and designs for office buildings of N.E.S. Block, should keep the requirements of the Information & Community Centres in view.

As regards Community Development Blocks which are already in operation the letter quoted above says that it is presumed that expenditure on the Information & Community Centres in such blocks will be met out of available funds.

Chapter II

MODEL CENTRES

While efforts have been made in the preceding chapter to give general guidance on the pattern and organisation of the Information Centres, it is also proposed to establish model Centres at certain places which could be studied by the Social Education Organisers and others before starting Information Centres in their areas. The Community Projects Administration have decided to organise Model Information & Community Centres at the following places:

All S.E.O. Training Centres :

Nilokheri	to serve	Punjab & Himachal Pradesh
Allahabad	" "	Uttar Pradesh
Gandhigram	" "	Madras
Hyderabad	" "	Hyderabad
Sriniketan	" "	West Bengal
Ranchi	" "	Bihar

Model Centres in the following States will be organised by the State Governments with assistance from the Community Projects Administration:

One Model Centre in each State—location to be determined by the State Government:

Assam —also to serve Manipur, Tripura & N.E.F.A.
Andhra
Bombay
Madhya Pradesh —also to serve Bhopal
Orissa

Madhya Bharat	
Mysore	—also to serve Coorg
PEPSU	—also to serve Bilaspur
Rajasthan	
Saurashtra	—also to serve Kutch
Travancore-Cochin	
Delhi	—also to serve Ajmer
Vindhya Pradesh	
Jammu & Kashmir State	

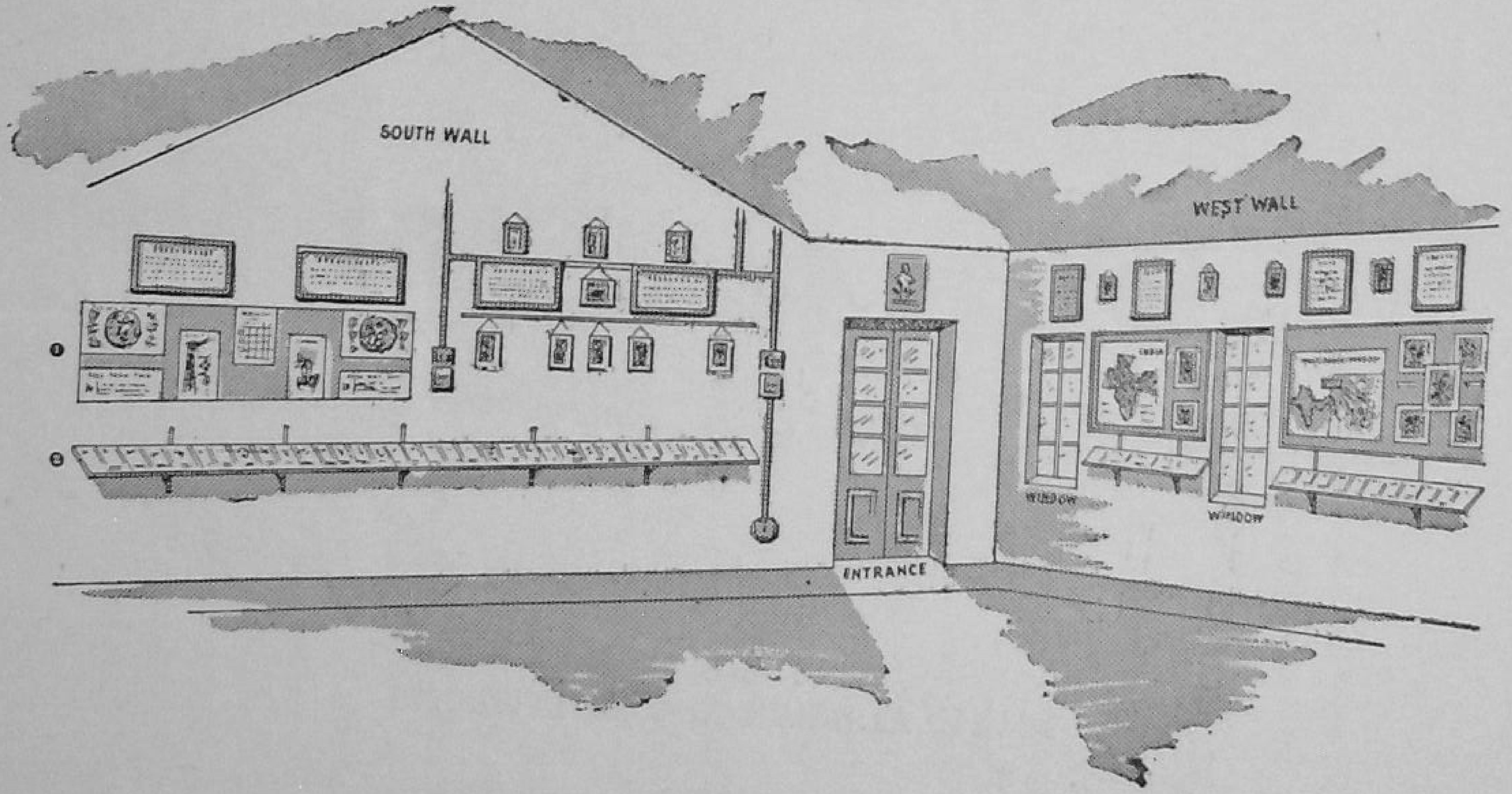
Altogether, 20 such centres are at present contemplated and it is hoped that they will provide a model, near enough, to most of the Social Education Organisers all over the country. These model Centres will be established by the Social Education Organisers Training Centres or the State Governments, as the case may be, in consultation with the Community Projects Administration. This Administration will provide, as far as possible, the assistance of an expert for the establishment of the Centres. Actual running of such Centres will be the responsibility of the SEO Training Centre or the State Government, as the case may be. One model Centre has already been established at Nilokheri. It is located in a room 25 ft. x 17 ft. with an adjoining verandah and an open courtyard in front. The furniture, material, etc., kept in this Centre are indicated in Annexures I and II.

More model Centres are in the process of being set up and their establishment will be further expedited if the State Governments and the SEO Training Centres provide sites and buildings for these Centres quickly.

Note—Establishment of Information and Community Centres at Block Headquarters should NOT await the completion of Model Centres in the area. Project authorities should establish Centres at the Block Headquarters on the lines of this Manual and such adjustments as may be necessary after studying the Model Centres may be made later on.

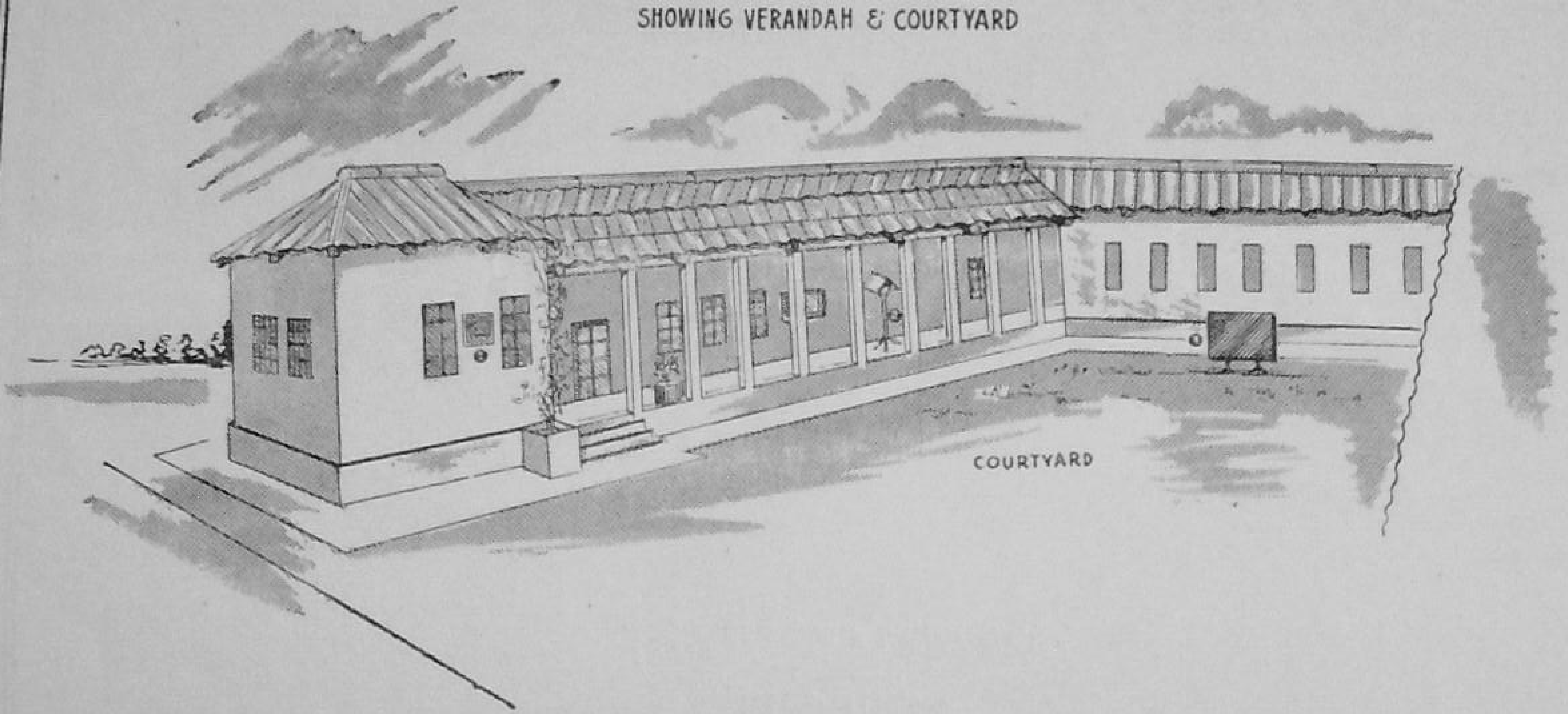
INFORMATION & COMMUNITY CENTRE NILOKHERI

SHOWING SOUTH & WEST WALLS



INFORMATION & COMMUNITY CENTRE
NILOKHERI

SHOWING VERANDAH & COURTYARD



Chapter III

TRAINING AND SEMINARS

As the Information & Community Centres are to be a permanent feature of the Community Development Programme, it is proposed to provide training to the Social Education Organisers in the principles and methods of the establishment and running of such Centres. Such training will be organised at the S.E.O. Training Centres where the existence of Model Information and Community Centres will help in the practical aspects of training. A syllabus for such training, which covers a period of 6 hours, is given in Annexure IV. Training will be given by specialists from the Central Ministry of Information & Broadcasting, Community Projects Administration and the State Governments. These specialists will be selected by the Community Projects Administration.

The above course of training will benefit only the SEO trainees. In addition there are a large number of Social Education Organisers who are already posted in the field and for whom special training and initiation into the programme are equally called for. For this purpose the Community Projects Administration proposes to write to the State Governments to organise seminars at places where Model Information & Community Centres have been opened. In these seminars specialists from the Community Projects Administration and the Central Ministry of Information & Broadcasting and the State Governments are expected to participate. The subjects for discussion at the seminars will be roughly those that are included in the syllabus for trainees at the S.E.O. Centres.

Chapter IV

PHASED TARGET

During the First Five-Year Plan period, the target set for opening Information & Community Centres is 700. It is hoped that the State Governments would be able to establish these Centres by the end of the first Five-Year Plan period. Already the Community Projects Administration have received intimation from the State Governments that they are in a position to open 623 such Centres. This figure is certainly encouraging. It is hoped that this pamphlet will help in the re-organisation of those Centres which have already been opened and establishment of new ones on right lines.

For the Second Five-Year Plan period, the Community Projects Administration proposes the following phased programme of opening Information & Community Centres :

1956-57	500 centres
1957-58	700 centres
1958-59	900 centres
1959-60	1,000 centres
1960-61	1,000 centres

This programme, together with the 700 Centres of the First Plan period, makes up for 4,800 Centres or roughly the total number of blocks that are likely to be in operation in the country by that time. If any blocks are left over, they can be carried over to the Third Plan period.

At the end of each year State Governments are requested to indicate how many Information & Community Centres they are in a position to organise next year. On receipt of this information, allotments will be made by the Community Projects Administration on the basis of availability

of publicity material and funds. Phasing is important because supply of material from the Centre and the States can be increased only gradually. Secondly, organisation of training and seminars should also go apace with the establishment of such Centres.

The intimation from the State Governments regarding the programme for 1955-56 is expected, in accordance with the above schedule, by the end of this year.

ANNEXURE I

LIST OF EQUIPMENT AT THE NILOKHERI MODEL INFORMATION CENTRE

(Size 17′ 3″ × 25′ 7″)

1.	One table—11′ × 4′ × 1′ — complete, (varnished)	Rs. 40
2.	One cup board—4½′ × 3′ × 1′ with 2 shelves and glass-front sliding doors (varnished)	Rs. 40
3.	Wooden shelves on the walls—Slanting 10″ wide, 18′, 4½′ + 3′, 6′-10″ + 8′ + 3′, 6′ + 3′ (complete with varnishing-plank ½″ thick)	Rs. 30
4.	Wooden strips for wall-frames 144′ long, 1″ broad, ½″ wide—varnished ..	Rs. 25
5.	One durry (20′ × 15′)	Rs. 80
6.	Cellotax board (4 each 8′ × 4′) ..	Rs. 50
7.	Signboard (4′ × 2′)	Rs. 25

ANNEXURE II

LIST OF MATERIAL AT THE MODEL INFORMATION AND COMMUNITY CENTRE NILOKHERI

Size of the room: 25 ft.×17 ft.

Caption	Nature of the Material
FIRST WALL	
Community Development	Poster
Sanchi Stupa	Photo

Pandit Nehru	Photo
Mahabodhi Temple	„
Self-help	Poster
Map showing area under C.P. & N.E.S.	
Prime Minister gives the lead	Photo
Nav Bharat ka Nirman	Poster
Community Development Programme No. 1	Poster
People's Participation : Villagers laying a Pipe	Photo
Villagers building a road	Photo
Shri Nehru lifting a basket of earth	Photo
Villagers building a road	Photo
Cadets building a road	Photo

Titles of Books Displayed On A Projected Panel

Community Projects : A Draft Outline
Road to Welfare State
Better Irrigation
Better Farming
Better Roads
Better Housing
Better Health
Social Education
Building for Tomorrow
Samuhik Vikas Yojna
Organisation of National Extension Service and Expansion of Community Development Programme
N.E.S. and Community Development Programme
Budget Manual : Community Development Programme
Report for 1953-54 : Community Projects Administration
Report for 1952-53 : Community Projects Administration
Evaluation Report on First Year's Working of Community Projects
Summary Record of Second Develop-

ment Commissioners' Conference on Community Projects (April 16 to April 19, 1954)

Inaugural address of Shri V. T. Krishnamachari, Dy. Chairman, Planning Commission, at Nilokheri on the occasion of the inauguration of the Social Education Course.

SECOND WALL

Brahadna Temple Tanjore	Photo
Mahadeva Temple	Photo
What have the Community Projects done in two years?	Poster
Govt. Expenditure and People's Participation in Community Projects and N.E.S. Blocks	Poster
Water and Electricity	Poster
Transport and Communications	Poster
Builders	Photo
New Well	Photo
Cattle Treatment	Photo
Village Bridge	Photo
Adult Literacy Class	Photo
Culvert—Batala Project Area	Photo
Mat Weaving	Photo
Weaving Class	Photo
Medical Aid for the Community	Photo

FIVE-YEAR PLAN (Caption on the Panel)

Tata Iron and Steel Works	Photo
Aarey Milk Colony	Photo
Hirakud Project (Batching Plant)	Photo
Hindustan Cables Factory	Photo
Bokaro Thermal Power Station	Photo
Kanpur Industrial Housing Scheme	Photo

Titles of Books Displayed On A Projected Panel

Syllabus of Training Course for B.D.Os.
Manual for Village Level Workers
Rural Housing : A Draft Manual
Manual on Village Road Construction
Manual on Minor Irrigation Works
Muscles can do it
Cottage Industries Report on the working of the Boards set up by the Government of India (1953-54)
Palm Gur Industry
Dehati Tatti (Rural Latrine)
People's Participation in Community Work (Punjab)
Community Work in Punjab
First Five-Year Plan : People's Edition
Community Fairs in Punjab
Pehali Panch Varshi Yojna
Hamari Yojna (Our Plan)
The Five-Year Plan and Rural India
Nilokheri : Small booklet
Naveen Bharat ka Nirman
Social Welfare : Samajik Kalyan.

THIRD WALL

People's Plan	Poster
Autumn	Painting
Mahatma Gandhi	Painting
Kumbhan women	Painting
Objectives of the Plan	Poster

IRRIGATION PROJECTS (Caption on the Panel)

Bhakra-Nangal Project	Photo
Ganguwal Power House	Photo
Bhakra Canal	Photo
Mayurakshi Project	Photo
Malampuza Project, Madras	Photo

Tungabhadra Project	Photo
Chittaranjan Locomotive Works	Photo
National Laboratories	Photo
Chittaranjan Locomotive Works	Photo
Sindri Fertilizers Factory	Photo
Ship-building Yard, Vishakhapatnam	Photo

FOURTH WALL

Minakshi Temple	Photo
Kutab Minar	Photo
Anglers	Painting
Kanchanjungha	Painting
Red Flowers	Painting
Sun Temple Konarak	Painting
Food (Five-Year Plan)	Poster
Agriculture (Five-Year Plan)	Poster
Rupee in the Plan	Chart
Progress of the Plan	Chart
Development of Power	Chart
Progress in Irrigation	Chart

Titles of Books Displayed On A Projected Panel

Seven Years of Freedom (Hindi Edition)
Facts About India
The Seventh Year (English Edition)
Five-Year Plan Progress Report for 1953-54
Progress of Land Reforms
India
Five Thousands Years of Indian Architecture
About India
Bharatiya Jhanda (Indian Flag)
Guide to Kashmir
Trekking in India
Guide to Delhi
Cultural Unity of India
Kashmir
Winter Sports in Himachal Pradesh

Bombay : Gateway of India
Madras : Mahabalipuram
Guide to Calcutta
Books of 'See India' series
The Chennakesava Temple at Belur
Shopping in India
Indian Handicrafts
Kashmir Handicrafts

Titles of Books Kept In The Almirah

Shramikon ke Prati Nyaya
Dharti ka Vardan
Gantantrata ka Abhiyan
Bahutayat ki Yojnayen
Railon ki Pragti
Ghar ke Morche Par
For Better Health
Speedier Communications
For Better Health
More from Mother Earth
Towards Expanding Trade
Homage
Aspects of Broadcasting in India
Defining Our Frontiers
On the Home Front
Building a Sound Economy
Education for Democracy
Progress in Science
Square Deal for Labour
Democracy on the March
Railways Go Ahead
Millions on the Move
India 1954
Swadhinata aur uske Bad
Speeches of Jawaharlal Nehru
Independence and After : Speeches of Shri Nehru
Jawaharlal Nehru's Speeches 1950-53

Law for the Layman
Housing the Displaced
Forests
Interim Compensation Scheme
India's Foreign Policy
The Second Year
The Third Year
Tisra Varsh
Chautha Varsh
Panchvan Varsh
The Indian Insurance Year Book 1954
Industrial Finance Corporation of India—Report
Report on the Working of the Income-tax Investigation Commission during 1953
Report on the Survey of Mining Boards in India
Economic Stability and Development
Agricultural Labour: Dr. Ramamurti
Report of the Committee on Child Labour
Directory of Cottage Industries
Report of the Industrial Finance Corporation—1954
Report of the Taxation Enquiry Commission
Our Police
Your Rights as a Voter
Communications in India
Learning to Earn
The Challenge to Democracy
Social Education
Rural Development Through Self-help
The Five-Year Plan
Radio Vikas Yojna
Our Own Locomotives
Call to the Plough
Report by the Railway Board on Indian Railways for 1953-54
Bharat ki Swadhinata ka Adhikarpatr
Khurak ki Kami

Central Institute of Education
Audyogik Niti aur Panch Varshiya Yojna
Our Government
Some Figures from 1951 Census
Indian Postage and Stamp Centenary Issue
Five-Year Plan

*Journals and Newspapers Kept On The Central Table**

Kashmir
March of India
Ajkal
Indian Agriculture
Bal-Bharti
Kurukshetra
Gram Sevak
Social Welfare
Bhagirath
Tribune, Ambala
Hindustan Times, Delhi
Statesman, Delhi
Milap, Delhi
Illustrated Weekly of India

ANNEXURE III

QUESTIONNAIRE**

To

All Block Development Officers.

Please answer the following questionnaire regarding the Information & Community Centre at Block Headquarters and send back by return of post :

1. Have you received any material from the Director,

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* The above material was kept when the Centre was opened. Subsequently, more material have been added.

A Centre can add more newspapers and journals if the funds permit.

** The above questionnaires have been sent to all State Governments and Block Development officers by the Community Projects Administration.

Publications Division, Ministry of I & B, Government of India, Delhi for your Information & Community Centre? If so,

(a) How frequent is the supply?
(b) What's the nature of material?
(c) Whether any photographs have been received?

2. Have you received all the literature published by the C. P. A.? A list is enclosed herewith. You may return this indicating the publications that you have not received so that fresh supply could be made.
3. Do you get regular supply of 'Kurukshetra' and 'Gram Sevak'? Is your stock complete?
4. Have you received from the Advertising Consultant's office the map of India showing the Community Project and NES areas, together with posters, broadsheets printed by them? How many have you received? Indicate their number and subject matter.
5. Have you received photographs despatched by the CPA? If so, how many?
6. Have you received any publicity and information material from your State Government? Please give details indicating whether any photographs have been received.
7. Are you subscribing to newspapers and magazines for your Information and Community Centre? What are those?
8. What is the average attendance to the Information Centre?
9. What are the working hours?
10. Does anyone want to take books home? If so, what is your arrangement?
11. Who looks after the management of the Information Centre?
12. Are you taking any step to popularise the Information and Community Centre through (a) group

meetings (b) Panchayat sessions (c) recreation (d) song and drama?

13. Is there a projector at the Centre? Or, is there a projector in your block which you can use in the Information Centre?
14. Have you arranged any film or film strip show? If so, what is your arrangement? Please give details, including average attendance.
15. Are you making it a point to show the visitors to your block the Information Centre? What do they think about it? Have you any visitors' book?

SUPPLEMENT TO QUESTIONNAIRE ON INFORMATION CENTRES

To

All Block Development Officers
(Incharge Information Centres)

Please answer the following supplementary questionnaire as on 'Information and Community Centres at Block Headquarters.

1. Where is the Information & Community Centre in your Block located?
2. What is the size of the main hall or room of the Centre? Indicate measurement of length and breadth.
3. Is there an adjoining verandah? If so, what is its measurement?
4. Is there an open courtyard in front, large enough to accommodate a big gathering? If there is one such courtyard, is it used frequently for social functions.

N.B.—At the top of your reply, please indicate the name of your State.

ANNEXURE IV

ORGANISATION OF INFORMATION AND COMMUNITY CENTRES

Syllabus of Training of Social Education Organisers*

Period of Training : 6 hours (one week's course)

Theory :

1. Information and public relations—its method, techniques and objectives
2. Different means of communicating with the public. What is the best media of communication in the villages?
3. The existing information services of the Central Government and the States, including the Five-Year Plan Publicity Programme.
4. Development Programme in the Country—points of emphasis in publicity.
5. Information & Community Centres — What is the purpose?
6. How to establish an Information & Community Centre?

Practical Training

1. Selection of premises
2. Collection & display of material
3. Maintenance arrangements
4. Steps to popularise Information and Community Centres.
5. Promotion of Community activities in the premises of Information & Community Centres.
6. Practical use of audio-visual aids like magic lantern, film strips projector, film projector, epidiascope, gramophone, etc.

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* This course will be taken during the fourth month of the S. E. O.s' Training course.

ANNEXURE V

LIST OF PUBLICATIONS ISSUED BY COMMUNITY PROJECTS ADMINISTRATION

Community Projects — A Draft Outline

Summary Record of 1st Development Commissioners' Conference.

Community Projects — A Road to New India.

Community Projects — A Draft Hand Book.

Palm Gur Industry.

Manual for Village Level Workers.

Inaugural Address by Shri V. T. Krishnamachari on the occasion of the inauguration of the Social Education Course at Nilokheri.

Remarks by Shri V. T. Krishnamachari at the Second Development Commissioners' Conference from 16th April to 19th April, 1953.

Rural Development through Self-help—By Dr. K. N. Katju

Orientation and Training Course for Project Executive Officers at Nilokheri.

C.P.A. Folders.

Hand-made paper industry.

Latrines for improved methods of excreta disposal in villages.

Report for 1952-53 : Community Projects Administration.

Organisation for a National Extension Service and Expansion of the Community Development Programme.

National Extension Service and Community Development Programme (Administrative Organisation at the Block, Sub-Division, District and State Levels).

Building for Tomorrow.

Dehati Tatti (Hindi)

Summary Record of 2nd Development Commissioners' Conference.

Soil in Rural Development.

Report for 1953-54.

Summary of Report for 1953-54.

Manual on Minor Irrigation Works.

Guide to Conference Planning.

Manual of Agricultural & Animal Husbandry.
Manual on Budget.
National Extension Movement.
'Kurukshetra' Series : (a) Brick Kiln Co-operatives.
(b) The Village "Ghani".
Road to Welfare State.
Manual for Village Road Construction.
Manual on Rural Housing.
Syllabus for Training of B.D.Os.
Important Letters Issued by C.P.A.
Summary Record of 3rd Development Commissioners' Conference
Better Irrigation.
Better Health.
Better Housing.
Better Farming.
Better Roads.
Main Recommendations & Conclusions of 3rd Development Commissioners' Conference.
Social Education.
Draft Manual for Village Level Workers Records.
Random Thoughts
Community Development Programme in India.
Road to Welare State—Folder.
Manual on Social Education.
Remarks by Shri V. T. Krishnamachari, Deputy Chairman, Planning Commission at the Fourth Development Commissioners' Conference held at Simla (9th to 12th May, 1955)
Main Recommendations and Conclusions of the 4th Development Commissioners' Conference.
Manual of Health.
Broadcast Talk by Shri S. K. Dey.
N.E.S.—A Talk Broadcast by Shri V. T. Krishnamachari.

BOOKS & PAMPHLETS

issued by

Publications Division, Delhi-8

1955

Speeches of President Rajendra Prasad	Rs.	7	8	0
Kangra Valley Painting ..	Rs.	18	0	0
Social Welfare in India ..	Rs.	8	8	0
Kurukshetra—A Symposium ..	Rs.	7	8	0
Indian Dance ..	Re.	1	0	0
Bharat Milap: From the Tamil Ramayana of Kamban—C. Rajagopalachari	As.	0	8	0
Acharya Vinoba Bhave ..	Re.	1	0	0
Harijans Today ..	As.	0	8	0
See India—Simla ..	As.	0	8	0
Land Reclamation ..	As.	0	6	0
Children's Films (A Symposium) ..	As.	0	8	0
Social Security ..	As.	0	4	0
Progress of Land Reform ..	As.	0	6	0
Our Plan (*Second Impression*) ..	As.	0	8	0
Nutrition ..	As.	0	8	0
Dalhousie (*Second Edition*) ..	As.	0	4	0
Banaras ..	As.	0	8	0
Travancore-Cochin ..	As.	0	8	0
Hyderabad (*Third Edition*) ..	As.	0	8	0
Hill Stations of Western India ..	Re.	1	0	0
Guide to Agra ..	As.	0	8	0
Guide to West Bengal and Assam ..	Re.	1	0	0

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* This list is given to enable State Governments to know what publications are available so that they can ask for such publications as they require for the Information Centres.

Technical Assistance (*Second Edition*) ..	As.	0	10	0
Minor Irrigation ..	As.	0	8	0
Bharat Darshan—Chitron Mein (*Hindi*)	Rs.	7	8	0
Bharatiya Kala Ka Simhavalokan (*Hindi*)	Rs.	6	8	0
Bharat Ki Ekta Ka Nirman (*Hindi*) (*Sardar Patel's Speeches*) ..	Rs.	5	0	0
Bharat 1955 ..	Rs.	4	8	0
Vedic Sahitya ..	As.	0	6	0
Basic Education—Questions and Answers (*Hindi*) ..	As.	0	3	0
Second Five-Year Plan—The Frame-Work (*Hindi*) ..	As.	0	6	0
Hindi Sahitya ki Navin Dharaen (*Hindi*)	As.	0	6	0
Bharat ki Lok Kathaen (*Hindi*) ..	Re.	1	0	0
Acharya Vinoba Bhave (*Hindi*) ..	As.	0	12	0
Bhoomi-Vyavastha Sudhar ki Pragati (*Hindi*) ..	As.	0	4	0
Gram Dharma (*Gurmukhi and Bengali*)	A.	0	1	0
Industrial Policy & Planning (*Bengali*)	As.	0	4	0
Industrial Policy and Planning (*Assamese and Kannada*) ..	As.	0	6	0
Building New India (*Tamil, Malayalam and Kannada*) ..	As.	0	8	0
The First Five-Year Plan—Questions and Answers (*Malayalam*) ..	As.	0	4	0
India has a Plan (*Gujerati*) ..	As.	0	8	0

1954

Mahatma Gandhi—An Album ..	Rs.	35	0	0
Jawaharlal Nehru's Speeches—1949-53 ..	Rs.	8	8	0
India—A Pictorial Survey (*Revised Edition*) De luxe Edition ..	Rs.	12	8	0
India—1954: A Reference Annual ..	Rs.	7	8	0
About India (*Revised Edition*) ..	Rs.	1	8	0
India's National Laboratories ..	Rs.	1	8	0
Communications in India ..	As.	0	8	0

Law for the Layman ..	Re.	1	0	0
Interim Compensation Scheme ..	As.	0	4	0
Good Listening ..	As.	0	6	0
Central Institute of Education ..	As.	0	8	0
Meals for the Young ..	As.	0	4	0
Architecture and Sculpture of India ..	Rs.	1	8	0
5000 Years of Indian Architecture (*Revised Edition*) ..	Rs.	2	0	0
Kashmir Handicrafts ..	Re.	1	0	0
Kanchi ..	Rs.	1	8	0
Lucknow ..	As.	0	8	0
Guide to Calcutta ..	As.	0	8	0
Amritsar ..	As.	0	8	0
Trekking in India ..	As.	0	8	0
Kashmir Picture Postcard Album (*Second Impression*) ..	As.	0	8	0
Panorama of India (*Revised Edition*)	Re.	1	0	0
Shopping in India ..	Rs.	3	8	0
A.I.R. Development Plan (*Second Impression*) ..	As.	0	8	0
Social Welfare ..	As.	0	8	0
The First Five-Year Plan—Questions and Answers (*Revised Edition*) ..	As.	0	6	0
Housing in India ..	As.	0	8	0
Public Participation in National Development ..	As.	0	8	0
Rural Industries ..	As.	0	8	0
Bharat—1954 (*Hindi*) ..	Rs.	7	8	0
Navin Bharat ka Nirman (*Hindi*) ..	As.	0	8	0
Hamara Jhanda (*Hindi*) ..	As.	0	8	0
Chhata Saal (*Hindi*) ..	Rs.	1	8	0
Hamara Samvidhan (*Third Impression*) (*Hindi*) ..	Re.	1	0	0
Radio Vikas Yojna (*Hindi*) ..	As.	0	6	0
Swaadheenata Aur Uske Baad—Jawaharlal Nehru's Speeches : 1946-49 (*Hindi*) ..	Rs.	5	0	0
Prayag Darshan (*Hindi*) ..	As.	0	4	0
Antrik Kshatipoorti Yojana (*Hindi*) ..	As.	0	2	0

Hamari Yojana (*Hindi*) ..	As.	0	8	0
Pratham Panchvarshiya Yojana (*Janata Sanskaran*) (*Hindi*) ..	Rs.	2	0	0
Gram Dharma (*Hindi*) ..	A.	0	1	0
Satwan Saal (*Hindi*)	Rs.	1	8	0
Bharati ki Kahani (*Hindi*) ..	As.	0	12	0
Audyogik Neeti aur Panchvarshiya Yojana (*Hindi*) ..	As.	0	4	0
Samajik Kalyan (*Hindi*) ..	As.	0	8	0
Apka Gaon aur Panchvarshiya Yojana (*Hindi*) ..	A.	0	1	0
Desh Videsh ki Lok-Kathaen (*Hindi*)	Re.	1	0	0
Building New India (*Gurmukhi, Gujarati, Marathi, Bengali, Assamese and Kashmiri*) ..	As.	0	8	0
India has a Plan (*Urdu, Bengali, Kannada and Malayalam*) ..	As.	0	8	0
First Five-Year Plan—People's Edition (*Urdu*) ..	Rs.	2	0	0
First Five-Year Plan: Questions and Answers (*Urdu, Gurmukhi, Bengali, Assamese, Gujerati, Marhathi, Tamil and Telugu*) ..	As.	0	4	0
Our Plan (*Urdu, Gujerati and Kannada*)	As.	0	8	0
Interim Compensation Scheme (*Urdu, Gurmukhi and Sindhi*) (*Two editions*)	As.	0	2	0
L'Inde Guide Touristique (*French*) ..	Rs.	2	8	0

1953

Our Police ..	As.	0	8	0
Our Forests ..	Rs.	1	8	0
India & South-East Asia ..	Re.	1	0	0
Aspects of Broadcasting in India ..	As.	0	12	0
Building New India ..	As.	0	8	0
AIR Development Plan ..	As.	0	8	0
Paanchwan Varsh (*Hindi*) ..	Rs.	1	8	0
Sudridha Arthavyavastha Ka Nirman (*Hindi*) ..	As.	0	6	0

Naveen Bharat Ka Nirman (*Hindi*)	..	As.	0	8	0
Building New India (*Urdu*)	..	As.	0	8	0

1952

Industry Records Progress	..	As.	0	8	0
Progress of Science	..	As.	0	8	0
Education for Democracy	..	As.	0	8	0
For Speedier Communication	..	As.	0	8	0
Towards Expanding Trade	..	As.	0	8	0
Our Flag (*Fourth Edition*)	..	As.	0	12	0
Muslims In India (*Second Edition*)	..	As.	0	10	0
Shramikon Ke Prati Nyaya (*Hindi*)	..	As.	0	6	0

1951

Your Rights As A Voter	..	As.	0	4	0
Learning to Earn at Arab ki Sarai	..	As.	0	8	0
Democracy on the March	..	As.	0	8	0
For Better Health	..	As.	0	8	0

1950

Muscle Can Do it—The Story of Nilokheri	..	Re.	1	0	0
Travancore-Cochin Regional Guide	..	Rs.	1	8	0
Teesra Sal (*Hindi*)	..	Rs.	1	8	0

1949

Homage (*Second impression*)	..	Rs.	2	0	0
Defending Kashmir	..	Rs.	5	8	0
The Chenna Kesava Temple at Belur (*First Edition*)	..	Rs.	1	8	0
After Partition	..	Rs.	3	8	0
Our Roads	..	Rs.	2	8	0

1948

Millions on the Move ..	Rs.	2 0 0
Mahatma Gandhi's Post-Prayer Speeches Vol. III (*Hindi*) ..	As.	0 4 0
Mahatma Gandhi's Post-Prayer Speeches Vol. IV (*Hindi*) ..	As.	0 4 0
Mahatma Gandhi's Post-Prayer Speeches Vol. V (*Hindi*) ..	As.	0 6 0

1947

Mahatma Gandhi's Post-Prayer Speeches Vol. II ..	As.	0 4 0